



Application for Employment

An Equal Opportunity Employer M/F/V/H

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of non-job-related medical condition or handicap.

PLEASE PRINT:

Date of Application _____

Position(s) Applied For _____

Referral Source: Ad Source _____ Internet Walk-in Agency Referral _____ Other _____

Name _____

Address _____
First Last

Telephone _____
Number Street Cell Phone _____

E-Mail Address _____

Availability – Spring We Are Open 7 Days A Week!

In a retail company, it is important to be flexible to work the hours when the store is busiest.

Times (please circle)

- 7:30 a.m. - 4 p.m.
- 8:00 a.m. – 4:30 p.m.
- 8:30 a.m. – 5:00 p.m.
- 9:00 a.m. – 5:00 p.m.
- 10:00 a.m. – 2:00 p.m.
- Stay Until 6 p.m.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

If you are employed and you are under 18, can you furnish a work permit? Yes No

Have you ever filed an application here before? Yes No If yes, give date _____

Have you ever been employed here before? Yes No If yes, give date _____

Are you employed now? Yes No May we contact your present employer? Yes No

Are you prevented from being employed in this country because of Visa or Immigration Status? Yes No
 (Proof of citizenship or immigration status I-9 will be required upon employment.)

Are you on layoff and subject to recall? Yes No

Do you smoke? Yes No

Have you been convicted of a felony within the last 7 years? Yes No If yes, please explain (Conviction will not necessarily disqualify an applicant from employment.) _____

Are you a Veteran of the U.S. Military Service? Yes No If yes, which branch? _____

Indicate languages you speak, read and/or write:

Employment Experience

Start with you present or last job, include military service assignments, and volunteer activities. Exclude organization names which indicate race, color, religion, sex, or national origin.

Employer	Telephone	Date Employed	Work Performed
Address		From To	
Job Title		Hourly Rate/Salary	
Supervisor & Title		Starting Ending	
Reason for Leaving			

Employer	Telephone	Date Employed	Work Performed
Address		From To	
Job Title		Hourly Rate/Salary	
Supervisor & Title		Starting Ending	
Reason for Leaving			

Employer	Telephone	Date Employed	Work Performed
Address		From To	
Job Title		Hourly Rate/Salary	
Supervisor & Title		Starting Ending	
Reason for Leaving			

Employer	Telephone	Date Employed	Work Performed
Address		From To	
Job Title		Hourly Rate/Salary	
Supervisor & Title		Starting Ending	
Reason for Leaving			

If you need any additional space, please continue on a separate sheet of paper.

What are your hourly rate or salary requirements? _____

Provide the name, address and telephone number of two references who are not related to you and are not previous employers. _____

Education

	Elementary	High School	College/University	Graduate/Professional
School Name (s)				
Years completed: circle	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
What course(s) of Study?				
What specialized training, apprenticeship, skills and extracurricular activities?				

Honors or awards received:

Special Skills & Qualifications

Summarize specialized skills and/or qualifications acquired from employment or other experience. Please include any additional information you feel may be helpful to us in considering your application. _____

Indicate languages you speak, read and write and how well. Fluent? Fair? _____

List hobbies, sports, business or social activities in which you participate. (You may exclude those which indicate race, color, religion, sex, or national origin.) _____

Why do you believe you are suited for our company? Why would you choose us? _____

What are your goals? In what way(s) would this position support you to achieve your goals? _____

Math Calculations

In a retail company, it is important to be able to work well with numbers and cash. To demonstrate your ability in this area, please complete the following:

1. A customer bought 2 items that totaled \$87.58 and gave you a \$100 dollar bill. What change would you give the customer? 1. _____
2. If you received 2 dozen 6" terracotta pots and sold three of them the first day, how many pots are left? 2. _____
3. Two hundred customers came in to the store today and only one hundred of them made a purchase. What percentage of the customers made a purchase today? 3. _____

(Use the space below for your calculations.)

Willingness Checklist

Part of the activities required to maintain and operate a retail store involve duties or tasks that are often overlooked when describing a specific job. Please indicate your level of willingness to perform these tasks and duties by placing an “X” on the appropriate line.

Would you be willing to:	NO	MAYBE	YES
1. Greet & approach all customers with a smile?	_____	_____	_____
2. Ask questions if you are <u>ever</u> unsure?	_____	_____	_____
3. Restock displays throughout the day?	_____	_____	_____
4. Load bags of mulch and soil into vehicles?	_____	_____	_____
5. Sweep and mop floors, walkways, etc.?	_____	_____	_____
6. Uphold strict safety policies?	_____	_____	_____
7. Uphold a ‘no smoking’ policy?	_____	_____	_____
8. Climb and work using the safety procedures?	_____	_____	_____
9. Stand on your feet long periods of time?	_____	_____	_____
10. Dress in compliance with our dress code?	_____	_____	_____
11. Operate a computerized register?	_____	_____	_____
12. Consistently maintain a positive attitude?	_____	_____	_____
13. Water plants in the heat for an extended period of time?	_____	_____	_____
14. Work weekend and evening hours?	_____	_____	_____
15. Lift heavy plants, boxes and stock safely?	_____	_____	_____
16. Make phone calls to customers for follow up?	_____	_____	_____
17. Leave personal issues and negativity at home?	_____	_____	_____
18. Work well with your teammates?	_____	_____	_____
19. Report to work on time when scheduled?	_____	_____	_____
20. Answer phones or other clerical tasks?	_____	_____	_____
21. Operate machinery ie. Forklift, case loader, etc.?	_____	_____	_____

Date _____ Signature _____

Applicant’s Statement

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Company may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the Company.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

Date _____ Signature of Applicant _____

-CORDREY COMPANIES USE ONLY --- CORDREY COMPANIES USE --- CORDREY COMPANIES USE ONLY-

Interview By: _____ Date: _____ Hired: Y N
 Position: _____ Department: _____
 Salary/Wage: _____ Start Date: _____
 Notes: _____